



Healy Consultants



South Africa Turnkey Solution Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Thursday, October 15, 2015

Invoice No: 2015 – 10 – 003

Professional services rendered ready-made structure	Notes	Year 1 US\$	Year 2 US\$
South Africa ready-made company acquisition cost	1.	5,480	2,180
Company secretary and legal registered office fees	2.	1,900	1,900
Estimate of Government fees	3.	950	0
South Africa corporate bank account opening fees	4.	4,950	0
Corporate structure changes including new bank signatory	5.	3,950	0
Estimate of annual accounting and tax fees	6.	0	2,950
Total Healy Consultants fees	7.	17,230	7,030

Note: this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our Clients. I recommend you carefully read the notes within the attached draft invoices to confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement;

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Notes to invoice above:

1. This cost includes fees to purchase the shelf company including pay all past Government fees. All accounting and tax obligations are up to date. The company is dormant since incorporation and Healy Consultants will supply independent proof of this;

This cost included Healy Consultants fees to efficiently and effectively project manage our Clients engagement **i)** without our Client travelling and **ii)** our Client sending one courier to us. This fee also includes the time taken with our Clients to agree the optimum corporate structure, while legally minimising global taxation. All engagement fees are agreed and paid up front. Consequently, there are no hidden fees or surprises or ambushes throughout the engagement. All engagement deadlines are agreed up front in the form of a detailed project plan, mapping out deliverables by week throughout the engagement term.

Every second day during the engagement, we email our Client a detailed status update. Our Client is immediately informed of engagement problems together with solutions. Your dedicated engagement manager is reachable by phone, skype, live chat and email and will communicate in your preferred language; Healy Consultants never gives up until we complete the engagement, regardless of the complexities or obstacles presented by banks and Governments;

2. In accordance with South Africa Companies Act, a South African Company is not obliged to appoint a company secretary, but most of our Clients wish to appoint Healy Consultants as their legal Company Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return **ii)** securely maintain company records and chop **iii)** liaise with the South Africa Government on behalf of our Client and **iv)** legal filling of changes of company structure;

In accordance with South Africa Companies Act, a Company shall as from the date of its incorporation have a legal registered office in South Africa, to which all official Government communications and notices may be addressed and which shall be open and accessible to the public for not less than 3 hours during ordinary business hours on each day, Saturdays, Sundays and public holidays excepted. To comply with this statutory requirement, Healy Consultants South Africa business office will be the registered office address for your South Africa Company. Thereafter, this address will be used to receive Government correspondence including **a)** Annual Tax Return **b)** Notice of changes in South Africa Company Law **c)** Notice of liquidation of company.

Most of our Clients wish to place Healy Consultants office address on invoices, contracts, websites and business cards;

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3. This fee is an estimate of Government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the company name with the local authorities **ii)** preparation of company deeds and articles of association **iii)** paying the Chamber of Commerce fee **iv)** notarises all company transfer documents in South Africa and **iv)** filing of change of corporate structure application to the Registrar;
4. Healy Consultants will be pleased to appoint a new bank signatory to an existing South Africa corporate bank account. It is a time consuming task, Healy Consultants will shelter our Client from the administrative challenges. There is a 50% probability the banks will request the bank signatory to travel for a one hour bank interview. Healy Consultants will try its best to negotiate with the bank for a travel exemption. As you can appreciate, it is a difficult task to add a bank signatory when shareholders, directors and bank signatories reside overseas. There will be a fee discount of US\$500 if you have to travel;

The name of the already approved corporate bank account is that of the existing ready-made company. To maintain the corporate bank account, the shelf company name cannot be changed. Consequently, our Client must use the existing name of the shelf company for their customers. The business activity of the company is allowed to change. If our Clients wishes to change the shelf company name, the bank will request a new corporate bank account opening application under the new company name;

The banks enjoy ultimate power of approval of addition of bank signatory applications. Consequently, guaranteed success is outside of Healy Consultants control. What is inside our control is the preparation and submission of a high quality bank application that maximizes the likelihood of approval. To date, we enjoy a 100% approval record;

5. This fee is Healy Consultants professional fee to assist our Client to change **i)** the legal registered office address **iii)** the director and company shareholder and **iv)** the bank signatory. It is a time consuming task, Healy Consultants will shelter our Client from the administrative challenges. This is the hardest part of the engagement;
6. These accounting and tax fees are an estimate of Healy Consultants fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your South Africa company, Healy Consultants will more accurately advise accounting and tax fees;

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7. All fees quoted in this invoice correspond to fees quoted on Healy consultant's [business website](#). Please regarding view this invoice carefully to identify errors. During the rush of a business day, it is possible Healy Consultants inadvertently made fee calculation errors, typing errors or omitted services or omitted historic fee payments from Clients. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors;
8. The fees quoted in this invoice are an average of the fees of a typical South Africa turnkey solution engagement. Healy Consultants can only provide a tailored fee quotation after agreeing our Client's specific corporate structure and strategy. If during the engagement, Healy Consultants finds that change of ready-made corporate structure and bank signatory is more complex than anticipated, requiring a larger investment of time than standard cases, my Firm will revert to request additional fees;
9. If our Client requires nominee services, Healy Consultants will be pleased to assist. Our fee for corporate nominee director or shareholder amounts to US\$1,800 per annum. Our fee for a non-resident individual nominee director or shareholder amounts to US\$3,600 per annum. Our fee for a South Africa resident director or shareholder amounts to US\$9,950 per annum. When appointing a nominee Healy Consultants collects a refundable deposit of US\$1,100 per nominee;
10. If required, Healy Consultants will be pleased to assist your firm obtain business visa approvals. Our fee is US\$3,950 per person and includes preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications. Consequently, guaranteed success is outside of Healy Consultants control. What is inside our control is the preparation and submission of a high quality immigration visa application that maximizes the likelihood of visa approval. To date, we enjoy a 100% approval record;
11. In accordance with VAT Law, it is compulsory for companies that deal with commerce or services that are subject to VAT in South Africa to register for VAT. Healy Consultants will be happy to assist you with VAT registration for a onetime fee of US\$750;
12. To assist our Clients minimize Forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling our fees and I will send an updated invoice, thank you;

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13. As stipulated on our business website and in section 3 of our engagement letter, Healy Consultants will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
14. Healy Consultants will only change the corporate structure of your shelf company after 75% of due diligence documentation is received by email. Healy Consultants will only change the existing corporate bank account signatory after 100% of Client due diligence documentation is received by courier;
15. It is important our Clients' are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfil those obligations annually. Let us know if you need Healy Consultants help to clarify your local and international annual tax reporting obligations.
16. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants corporate bank account. Thereafter, our Incorporation and Banking team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. Healy Consultants corporate bank account details are outlined in the attached Adobe file, thank you. I would be grateful if you email us the bank transfer advice slip to enable my Accounting Department to accurately and timely identify bank receipts:



Double click on the attachment included here!

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Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your South African corporate structure.

Best regards,

Aidan Healy

Aidan Healy
Managing Director
Healy Consultants Group

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